

## **Request for an English Language Specialist**

*Please email this request to Jennifer Uhler, the Regional English Language Officer at [RELO-Astana@state.gov](mailto:RELO-Astana@state.gov) AND Olga Paterova, Coordinator of English Language Programs at [PaterovaO@state.gov](mailto:PaterovaO@state.gov), OR fax it at +7 7172 702388 (attn.: Jennifer Uhler or Olga Paterova).*

### **About the Program:**

The English Language Specialist Program is funded worldwide by the U.S. Department of State through the Bureau of Educational and Cultural Affairs. The English Language Specialist Program seeks to improve English teaching capacity around the world and contributes to improving mutual understanding between the people of the United States and people abroad through exchanges of American Teachers of English to Speakers of Other Languages (TESOL) on short-term (2-16 week) projects in overseas academic institutions. English Language Specialists are academics and professionals in the field of Teaching English to Speakers of Other Languages (TESOL) and are involved in teacher training and professional and staff development activities in areas such as teacher training, methodology, curriculum and textbook design, host institution program evaluation, and other related activities. The participants contribute to mutual understanding between cultures by sharing their international knowledge and perspectives with their American and foreign classrooms, schools, and communities. Teachers at the host institution receive professional tools from the EL Specialist that promote educational effectiveness and expand their ability to provide English instruction for a wider variety of student populations in a larger number of educational contexts. **Exchanges for EL Specialists can start at any time and typically last 2-16 weeks.**

Some examples of the projects are:

- Teacher Training
- In-Service and Pre-Service Training
- Curriculum Development
- Workshop and Seminar Design
- Testing
- Program Evaluation
- Needs Assessment
- English for Specific Purposes (ESP)

### **English Language Specialists:**

English Language Specialists have Master's or Ph.D. degrees in Teaching English as a Second or Foreign Language (TESOL) or a field related to English Language Teaching and have significant professional experience. <http://exchanges.state.gov/englishteaching/el-specialist.html>

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**PART I: Host Institution and Project Information**

**Name** \_\_\_\_\_

\_\_\_\_\_

**Location** \_\_\_\_\_

\_\_\_\_\_

**Contact information** \_\_\_\_\_

\_\_\_\_\_

**Project Focus Type** \_\_\_\_\_ *EL Specialist Duties* \_\_\_\_\_

**Main Focus of Classroom Specialist** (*select all that apply putting X near the chosen category*):

- |   |   |
|---|---|
| <input type="checkbox"/> American Culture                       | <input type="checkbox"/> Journalism                         |
| <input type="checkbox"/> American Literature                    | <input type="checkbox"/> Law                                |
| <input type="checkbox"/> Business                               | <input type="checkbox"/> Marketing                          |
| <input type="checkbox"/> Computers                              | <input type="checkbox"/> Medicine                           |
| <input type="checkbox"/> Democracy/Civics                       | <input type="checkbox"/> Office                             |
| <input type="checkbox"/> Economics                              | <input type="checkbox"/> Other                              |
| <input type="checkbox"/> Engineering                            | <input type="checkbox"/> Proficiency Exams                  |
| <input type="checkbox"/> English for Speaking                   | <input type="checkbox"/> Publishing                         |
| <input type="checkbox"/> English for Reading                    | <input type="checkbox"/> Research                           |
| <input type="checkbox"/> English for Writing (Academic Writing) | <input type="checkbox"/> Teaching English to Young Learners |
| <input type="checkbox"/> English for Listening                  | <input type="checkbox"/> Teaching Methodologies             |
| <input type="checkbox"/> Finance                                | <input type="checkbox"/> Teaching Techniques                |
|   | <input type="checkbox"/> Tourism                            |

**Other Project Types** (*select all that apply putting X near the chosen category*):

- |  |   |
|--|---|
| <input type="checkbox"/> Assessment                          | <input type="checkbox"/> Materials Development        |
| <input type="checkbox"/> Curriculum Development              | <input type="checkbox"/> Pre-Service Teacher Training |
| <input type="checkbox"/> English for Specific Purposes (ESP) |   |

**Specify:** i.e. journalism, economics, law, etc. (*Required if English for Specific Purposes is chosen*)

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### **Project Objectives:**

*Maximum of 3000 characters*

### **Detail the expected duties to be carried out by the EL Specialist:**

*Maximum of 3000 characters*

El Specialist Duration (2-16 weeks): \_\_\_\_\_

Start Date (approximation): \_\_\_\_\_

End Date (approximation): \_\_\_\_\_

Has institution hosted a Specialist before (if yes, please indicate who and when): Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_

### **PART II: In-kind contributions**

Host institution are strongly encouraged to provide in-kind contributions *to supplement* the Specialist's expenses, which may include hotel, per diem, local transportation, or a local salary. Please note below whether host institution can or cannot provide in-kind contributions.

If you have questions or need additional information on the English Language Specialist Program, please contact the Regional English Language Office at the telephone numbers and e-mail addresses indicated below.

Thank you!

*RELO, Public Affairs Section, U.S. Embassy Astana*  
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